

Admin

Administration

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This is where you can edit the description of the course, add and remove sections, set up the enrolment keys and move a course to a different section on moodle.

You can add and remove pupils from your member list. Go to locally assigned roles, then find the pupil(s) from the right-hand side column and click on the ADD button (button between the 2 boxes). To remove a pupil from the member group, do the opposite.

You can check if pupils have done the work and their result.

You can create and edit your groups. To add a pupil in your group, you must first put his/her name in the member list (see assign roles). If the pupil's name is on the member list, click 'add or remove users', then find the name of the pupil(s) you want to add to the group.

This is where you can upload your files using the 'connect to web folder'. This allows you to drag and drop a whole folder at a time, instead of uploading each file one by one. I would strongly advise to create folders e.g.

HP: Hot Potatoes activities

PPS: for any Power Points

Pictures: for any photos / clip arts / images

Games: any types of games

Videos: any videos

MP3: any sound files

etc...

This will make your life easier when looking for a file!

(Especially if 5 members of staff are uploading activities into this course)

All files will be listed in alphabetical order.

Here you can edit your own profile and change your own password.

Moodle tips: Esther Mercier